

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Parks and Recreation
P.O. Box 942896
Sacramento, CA 94296



Employee Name	<u>COLEMAN, Ruth</u>
Expense Dates	<u>03/04/09-03/27/09</u>
Total Expense Amount	<u>85.92</u>
Amount Due Employee	<u>85.92</u>
Form ID	<u>TEA000434771</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	03/05	Gasoline	4.02	
2)	03/05	Parking, Auto	15.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

Michael F HARRIS

Travel & Expense Account Summary

Employee Name Ruth COLEMAN
Expense Dates 03/04/09-03/27/09
Report Name March 2009

Request Total \$ 85.92
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = 85.92

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	LASHP-FarmLab	48.90
Regular Travel	LASHP Davis/Res	37.02

NOTE: (d)=Direct Charge

DATE	Wed Mar 4	Thu Mar 5								TOTAL
Dinner	18.00									18.00
Gasoline		4.02								4.02
Parking, Auto		15.00								15.00
TOTALS \$	18.00	19.02								37.02

DATE	Fri Mar 27									TOTAL
Mileage, Personal Auto	20.90									20.90
Dinner	18.00									18.00
Parking, Auto	10.00									10.00
TOTALS \$	48.90									48.90